

# COMMUNICATIONS INSTRUCTOR'S GUIDE

## Maryland Wing, Civil Air Patrol

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### INTRODUCTION

This guide defines the qualifications for a communications instructor, describes each course, and outlines the procedures for conducting each class. The intended audience is current communications instructors and members wishing to become instructors. Any changes, additions or corrections to this document will be announced via the Maryland Wing E-Mail distribution list (MDWG-INFO). The guide will be posted on the Maryland Wing Web Page (<http://mdwg.cap.gov>) as a downloadable MS Word 97 document.

### DEFINITIONS

A *Communications Instructor* is any member, cadet or senior, who has been authorized by the Director of Communications to provide instruction for any of the four communication courses. The following is a description of the four communication courses, student prerequisites, and instructor qualifications.

- *Basic Communication User Training (BCUT)*: Two-hour course covering the fundamentals of CAP radio operation and voice procedures and is a prerequisite for the Advanced Communication User Training course. Upon completion of the BCUT course, the member will receive the MD Wing Form 76, Radio Operator's Authorization to be kept in his/her possession whenever using a CAP radio. This is an entry-level course that should be taken by all members regardless of their job or specialty track. Completing the BCUT authorizes the member to use a CAP radio unsupervised. However, it does not authorize a member to be assigned a radio and/or a call sign and it does not fulfill the requirements for the member to hold a specialty rating as Communications Unit Director. A CAP radio is a personally owned or corporate owned radio that has been authorized by Maryland Wing for use on CAP frequencies and must meet NTIA or CAP standards. The member who completes the BCUT is not considered an expert in communications but has the tools to begin practical training. Hands-on practical training should be done at the unit level and is not included in this course. The length of the course shall not exceed two hours and the instructor should plan to cover all the material within this time frame.

*Student Prerequisite: Current CAP Membership Card*

*Instructor Qualifications:*

- *Current CAP Membership Card*
- *Hold a current MD Form 76, Radio Operators Authorization*
- *Successfully complete the Advanced Communication User Training (ACUT)*
- *Successfully complete the Mission Radio Operators Course (MROC)*
- *Teach a BCUT class under the supervision of the Director of Communications*
- *Receive final authorization from the Director of Communications to become a BCUT instructor.*

NOTE: Members who were instructors prior to 1996 before CAP switched from FCC to NTIA control may continue to teach the BCUT with the stipulation that the instructor take the Mission Radio Operator Course (MROC) before 01 Jan 2001.

- *Advanced Communication User Training (ACUT)*: Four-hour course and a 25-question written test. The CAP Regulation 100-1 is the training guide for this course. All of the 25 questions on the test are extracted from the regulation. The advanced course covers policies, regulations, procedures, documentation and technical data. Upon completion of the course, the member will receive back the MD Form 11 or 11a that he/she filled out at the time of the course. This form is proof of successful completion of the advanced course and is to be placed in the member's personnel file and added to their personnel records CAPF 45 and CAPF 66. Successful completion of the ACUT is one requirement towards obtaining a specialty rating MD Form 101 as Communications Unit Director and it authorizes the member to be assigned a radio and/or call sign. The member who completes the ACUT is not considered an expert but has the tools to continue practical training. Hands-on practical training should be done at the unit level and is not included in this course. The length of the course shall not exceed four hours and the instructor should plan to cover all the material and administer the written test within this time frame.

*Student Prerequisite:*

- *Current CAP Membership Card*
- *Hold a current MD Form 76, Radio Operators Authorization*

*Instructor Qualifications:*

- *Current CAP Membership Card*
- *Hold a current MD Form 76, Radio Operators Authorization*
- *Successfully complete the Advanced Communication User Training (ACUT)*
- *Successfully complete the Mission Radio Operator Course (MROC)*
- *Successfully complete the Communications Unit Director Course (CUDC)*
- *Teach at least one ACUT class under the supervision of the Director of Communications*
- *Receive final authorization from the Director of Communications to become a ACUT instructor.*

NOTE: Members who were instructors prior to 1996 before CAP switched from FCC to NTIA control may continue to teach the ACUT with the requirement that the instructor take the Mission Radio Operator Course (MROC) and the Communication Unit Director Course (CUDC) before 01 Jan 2001.

- *Mission Radio Operator Course (MROC)*: Four-hour course with no test. The course will cover all areas of radio operation and satisfies the classroom instruction prerequisite to receiving a Specialty Qualification Training Card for Radio Operator (Attachment 17 of CAP Regulation 50-15). Unlike the BCUT and ACUT courses, the MRO course contains practical training including actual radio use, logging, and use of phonetic alphabet.

*Student Prerequisite:*

- *Current CAP Membership Card*
- *Hold a current MD Form 76, Radio Operators Authorization*

*Instructor Qualifications:*

- *Current CAP Membership Card*
- *Hold a current MD Form 76, Radio Operators Authorization*
- *Successfully complete the Advanced Communication User Training (ACUT)*
- *Successfully complete the Mission Radio Operator Course (MROC)*
- *Teach at least one MROC under the supervision of the Director of Communications*
- *Receive final authorization from the Director of Communications to become an MROC instructor*

- *Communication Unit Director Course:* Four-hour course with no test. The course will cover all areas of radio operation and satisfies the classroom instruction prerequisite for receiving a Specialty Qualification Training Card for Radio Operator (Attachment 17 of CAP Regulation 50-15). Unlike the BCUT and ACUT courses, the MRO course contains practical training including actual radio use, logging, and use of phonetic alphabet.

*Student Prerequisite:*

- *Current CAP Membership Card*
- *Hold a current MD Form 76, Radio Operators Authorization*
- *Successfully complete the MROC*

*Instructor Qualifications:*

- *Current CAP Membership Card*
- *Hold a current MD Form 76, Radio Operators Authorization*
- *Successfully complete the Advanced Communication User Training (ACUT)*
- *Successfully complete the Mission Radio Operator Course (MROC)*
- *Successfully complete the Communications Unit Director Course (CUDC)*
- *Teach at least one CUDC under the supervision of the Director of Communications*
- *Receive final authorization from the Director of Communications to become a CUDC instructor*

## **COURSE PROCEDURES FOR INSTRUCTORS**

- **Basic Communication User Training (BCUT)**
  - **Materials needed**
    - MD Form 11 or MD Form 11a , Application for Radio Operators Authorization– one for each student
    - BCUT handout – one for each student
  - **Procedure**
    - When the class is scheduled, **CONTACT THE DIRECTOR OF COMMUNICATIONS (DC) TO ENSURE THE LATEST FORMS AND HANDOUTS HAVE BEEN ACQUIRED.** Tell the DC if you wish to have the class open to all Wing members so an appropriate notice can be circulated.
    - Have each student fill out the top section of MD Form 11 or 11a and emphasize the need to print clearly. The student will not write in the bottom half of the form.
    - Check each member for a current CAP membership card and answer “Yes” on Item #4 on the bottom left half of MD Form 11 or 11a.
    - Sign and date the bottom left.
    - Check each application for accuracy. Ensure that the BCUT box at the top of the form is checked. Ensure that the student fills in all data.
    - Lecture directly from the BCUT handout.
    - Submit the forms to the Director of Communications for processing.
    - When the forms have been entered into the database, they will be returned along with their MD Form 76, Radio Operators Authorization to the student via the Wing mailboxes at Wing HQ. The returned form will be the student’s proof of course completion and it should be filed in their personnel folder and recorded on their personnel records CAPF 45 and CAPF 66.

- Advanced Communication User Training (ACUT)
  - Materials needed
    - MD Form 11 or MD Form 11a , Application for Radio Operators Authorization– one for each student
    - CAP Regulation 100-1 – one for each student
    - CAPF 119, Advanced Communications User Test and answer sheets for each student
    - CAPF 119 answer key
  - Procedure
    - When the class is scheduled, CONTACT THE DIRECTOR OF COMMUNICATIONS (DC) TO ENSURE THE LATEST FORMS AND HANDOUTS HAVE BEEN ACQUIRED. Tell the DC if you wish to have the class open to all Wing members so an appropriate notice can be circulated.
    - Have each student fill out the top section of MD Form 11 or 11a and emphasize the need to print clearly. The student will not write in the bottom half of the form.
    - Check each member for a current CAP membership card and answer “Yes” on Item #6 on the bottom right half of MD Form 11 or 11a.
    - Sign and date the bottom right.
    - Check each application for accuracy. Ensure that the ACUT box at the top of the form is checked. Ensure that the student fills in all data.
    - Lecture using the CAP Regulation 100-1 as a guide and ensuring all test question topics are covered.
    - Administer the written test CAPF 119, Advanced Communications User Test. Each student is required to have a passing grade of 80% corrected to 100%. Failure of the student to pass the test by 80% will require he/she to retake the test at another time.
    - Staple the top half of the answer sheet to the form.
    - Submit the forms to the Director of Communications for processing.
    - When the forms have been entered into the database, they will be returned to the student via the Wing mailboxes at Wing HQ. The returned form will be the student’s proof of course completion and it should be filed in their personnel folder and recorded on their personnel records CAPF 45 and CAPF 66. There will be no issuance of another MD Form 76.
- The *Mission Radio Operators Course* and the *Communications Unit Director Course* are still being developed and are currently taught only by the Director of Communications.